

# CHICAGO COLLECTIVE

## EXHIBITING INFORMATION

---

### BOOTH EQUIPMENT & SERVICES

#### BOOTH CLEANING

As part of our service, MMPI ensures that all booths will be vacuumed prior to the show at no charge. If you require additional cleaning services, please complete the **Booth Order Form** and we will gladly respond to your request.

#### BOOTH CUSTOMIZATION

If you would like to have MMPI customize your booth in any way that involves construction, painting, or flooring, please return the **Customization of Booth Request Form**. MMPI will provide a quote that must be approved by the Exhibitor before the production of the custom work starts. Alternatively, you may contract an installer to do such work for you, consistent with the rules regarding Exhibitor Appointed Contractors.

#### BOOTH EQUIPMENT

Please see below for the lighting that comes with your booth space. Each exhibitor also receives booth identification signage and the **Basic Equipment Package** as stipulated in your show contract. Please note that your booth will not have any equipment unless you specified quantities on your contract for the **Basic Equipment Package**. See **Order Forms** for a listing of additional equipment and services available. For questions regarding these services, call (312) 527-7988. In order to more quickly facilitate your on-site requests, we ask that all exhibitors submit the **Method of Payment Form** by January 6, 2012.

#### BOOTH FLOORING

Booths and corridors are carpeted in gray. If you would like to install custom flooring, please submit the **Customization of Booth Request Form**.

#### BOOTH LIGHTING AND ELECTRICAL SERVICES

Each 10' x 10' space is equipped with a 1'x4' fluorescent light fixture, and a 150 watt duplex outlet. All electrical services will be provided and installed by The Merchandise Mart. To order additional lights, please see the **Booth Order Form**. Questions regarding the acceptability of your electrical set-up may be directed to (312) 527-7988.

#### BUSINESS SERVICES/SERVICE DESK

The Exhibitor Service Desks, located on the 8<sup>th</sup> floor, offers business services, including photocopying and faxing. The Service Desk can also respond to questions about shipping, materials handling, and billing, and will be happy to assist you in placing orders for booth services or equipment.

